

## AGENDA BILL APPROVAL FORM

<b>Agenda Subject:</b> 2008 CAPER		<b>Date:</b> March 16, 2009
<b>Department:</b> Administration	<b>Attachments:</b> Resolution 4463 and 2008 CAPER	<b>Budget Impact:</b>
<b>Administrative Recommendation:</b>  City Council adopt Resolution No. 4463.		
<b>Background Summary:</b>  <p>The Consolidated Annual Performance and Evaluation Report (CAPER) is written and submitted to the Department of Housing and Urban Development (HUD) annually. Its primary purpose is to inform the citizens of Auburn where Federal dollars are being spent, by whom, and what the money accomplishes. It also serves as an evaluation tool and begins the process of setting spending goals for the next year.</p> <p>The CAPER is an overall review of housing and community development activities that were funded by the Community Development Block Grant program in the year 2008. Furthermore, HUD regulations stipulate the City solicit comments and public review of its annual CAPER.</p> <p>A City Council public hearing on the CAPER is scheduled for the Monday, March 16, 2009 City Council meeting. Public Notice of the CAPER's availability was provided by publication in the Seattle Times and posted on the City of Auburn's website. No comments have been received regarding the CAPER to date.</p> <p>At its March 16, 2009 meeting, the Council can act on the CAPER by accepting it by resolution. The resolution directs staff submit the report to HUD.</p> <p style="margin-top: 20px;">L0316-2 O3.4.1.7</p>		
<b>Reviewed by Council &amp; Committees:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Arts Commission  <input type="checkbox"/> Airport  <input type="checkbox"/> Hearing Examiner  <input type="checkbox"/> Human Services  <input type="checkbox"/> Park Board  <input type="checkbox"/> Planning Comm.         </div> <div style="width: 45%;"> <b>COUNCIL COMMITTEES:</b>  <input checked="" type="checkbox"/> Finance  <input type="checkbox"/> Municipal Serv.  <input checked="" type="checkbox"/> Planning &amp; CD  <input type="checkbox"/> Public Works  <input type="checkbox"/> Other _____         </div> </div>		<b>Reviewed by Departments &amp; Divisions:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Building  <input type="checkbox"/> Cemetery  <input type="checkbox"/> Finance  <input type="checkbox"/> Fire  <input type="checkbox"/> Legal  <input type="checkbox"/> Public Works  <input type="checkbox"/> Information Services         </div> <div style="width: 45%;"> <input type="checkbox"/> M&amp;O  <input checked="" type="checkbox"/> Mayor  <input type="checkbox"/> Parks  <input checked="" type="checkbox"/> Planning  <input type="checkbox"/> Police  <input type="checkbox"/> Human Resources         </div> </div>
<b>Action:</b> Committee Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Council Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Referred to _____ Until ____/____/____ Tabled _____ Until ____/____/____ <div style="text-align: right;">Call for Public Hearing ____/____/____</div>		
<b>Councilmember:</b> Norman		<b>Staff:</b> Hursh
<b>Meeting Date:</b> March 16, 2009		<b>Item Number:</b> VIII.B.6

## **RESOLUTION NO. 4463**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, TO ACCEPT THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE 2008 PROGRAM YEAR

WHEREAS, the City of Auburn was designated as an entitlement community by the U.S. Department of Housing and Urban Development (HUD) for its Community Development Block Grant (CDBG) program; and

WHEREAS, the requirements of the CDBG require the City prepare and submit a "Consolidated Annual Performance and Evaluation Report (CAPER)" for each program year; and

WHEREAS, the City Council of the City of Auburn heard and considered public testimony on March 16, 2009 about the CAPER for its 2008 program year. NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, IN A REGULAR MEETING DULY ASSEMBLED, HERewith RESOLVES THAT:

**Section 1.** That the Consolidated Annual Performance and Evaluation Report (CAPER) for the 2008 program year is accepted.

**Section 2.** The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation and submit the report to HUD.

Section 3. This Resolution shall take effect and be in full force upon passage and signatures hereon.

DATED and SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

CITY OF AUBURN

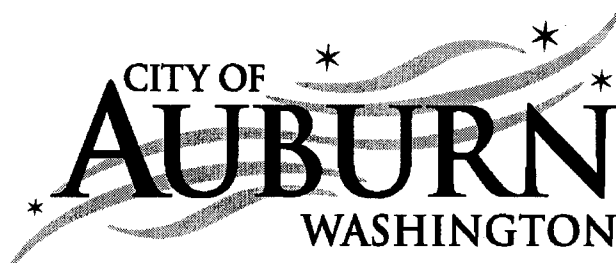
\_\_\_\_\_  
PETER B. LEWIS  
MAYOR

ATTEST:

\_\_\_\_\_  
Danielle E. Daskam  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Daniel B. Heid  
City Attorney



**City of Auburn  
Consolidated Plan for Years 2005 to 2009**

**Consolidated Annual Performance  
and  
Evaluation Report (CAPER)  
for the  
2008 Program Year**

**DRAFT**

**March 31, 2009**



**Department of Administration  
25 West Main Street  
Auburn, Washington 98001**

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## **I. Introduction, Summary:**

The Consolidated Annual Performance and Evaluation Report (CAPER) for the City of Auburn, Washington, for program year 2008 is a report to the U.S. Department of Housing and Urban Development (HUD) on the City's activities and accomplishments using Community Development Block Grant (CDBG) funds. The City of Auburn (hereinafter referred to as the City) combines its CDBG funds with its general funds to support human service activities and human service planning and administration; this planning is detailed in the City's Consolidated Plan and in its Annual Action Plan and correlated with the CAPER.

On November 5, 2007 the Auburn City Council passed Resolution Number 4244 adopting the 2008 Action Plan for the City of Auburn's Consolidated Plan for Years 2005 to 2009. The 2008 Action Plan was based on an estimated, combined human service budget of \$835,076; out of which \$409,760 were CDBG funds, \$425,316 were City of Auburn general funds.

In April 2008, HUD informed the City that its 2008 Action Plan was approved and funded with \$400,879. More than 6,000 Auburn residents were the recipients of direct services that were bought, in part, with these CDBG funds. In addition, the residents of two Auburn neighborhoods were the recipients of area-wide benefits resulting from public improvements funded by CDBG.

This Consolidated Annual Performance and Evaluation Report (CAPER) will explain in more detail where CDBG funds were spent. The CAPER will assess how that spending addresses the housing and community development goals that the City set forth in its Consolidated Plan for Years 2005 to 2009.

## **II. Assessment of Goals and Strategies:**

### **A. Housing and Homeless Prevention Strategies**

Activities funded by the City through its contracts with local agencies to promote affordable housing and prevent homelessness are part of its goal to assure Auburn residents have sufficient food to eat and a roof overhead. The following are activities that received CDBG funds relative to this goal.

- CDBG funds were used to make sure Auburn residents have access to emergency assistance in the event that they become homeless. Specifically, CDBG funds were used for the following:
  - Provide a short-term shelter home for women and children who are victims of domestic violence and would otherwise be homeless.
  - In an effort to help retired couples and senior citizens stay in affordable housing, the City uses its CDBG funds to make home repairs for low-income and primarily senior homeowners.

**B. Livable Communities Strategies**

The City uses its CDBG funds to help achieve the national objective of providing or maintaining a suitable living environment; particularly for its low income residents. Towards this end, the City uses its CDBG funds for the following:

- Support a regional network of community health services that provide basic health care to low-income residents. The City provides CDBG funds to the Community Health Centers of King County for primary medical and dental care to low-income, uninsured residents at facilities located in Auburn.

**C. Economic Development Strategies**

The City of Auburn strives to help potential entrepreneurs obtain the business skills they need to start and sustain a business and develop jobs. Towards this end, the City provides the Small Business Assistance Center of Green River Community College funding to provide training and counseling to individuals starting businesses.

**D. Other Actions: Neighborhood Revitalization:**

The City of Auburn uses its CDBG funds to preserve and/or revitalize low and moderate income neighborhoods. CDBG funds for planning and administration are used to work with neighborhood groups to identify local needs and develop plans to address those needs. Additional CDBG funds are used for the following:

- Develop neighborhood plans so that low income neighborhoods can become eligible for consideration as local investment areas.
- Increase neighborhood property values, increase the length of time residents reside in neighborhood, increase number of owner-occupied units and improve sustainability of the entire neighborhood by installing public infrastructure such as curbs, sidewalks, street lights and curb cuts for wheelchairs.

**E. Continuum of Care Strategies / Reduction in Poverty Strategies**

The City of Auburn provides a Continuum of Care primary through two channels. First, the City participates in the King County HOME Consortium, which sets policy direction and distributes HOME and McKinney funds throughout the County. On a local level, the City funds programs – both through the General Fund and with CDBG – that help prevent homelessness and address emergency and transitional housing needs. In addition to CDBG funded activities described in this CAPER, the following general fund activities likewise help reduce poverty and homelessness in Auburn:

- The City provides \$56,500 of general funds to feed and care for over 10,000 Auburn residents.
- The City provides general fund support to provide emergency housing to over 400 homeless adults and children.
- In addition to CDBG funds, the City provides an additional \$9,000 to the Community Health Centers of King County for primary medical and dental

care.

- The City provides ACAP Child and Family Services funds to subsidize the childcare of over 75 low-income, Auburn families.
- The City provides over \$90,000 of general fund support for services to victims of domestic violence.

#### **F. Affirmatively Furthering Fair Housing:**

The City complies in accordance with its "Analysis of Impediments to Fair Housing Choice" (AI) as required for CDBG entitlement communities. As a result of the AI and the public response to it, the consultant—a partner in this effort throughout the county—who prepared the AI identified three impediments and made three initial recommendations. The recommendations were:

- Expand current education and outreach efforts;
- Continue ongoing enforcement activities by holding responsible those able to make improvements in this area; and
- Target homeownership and lending marketing to all citizens of all backgrounds.

The City continues to implement the recommendations in the AI. For instance, among other actions, the City is inserting the Fair Housing logo onto its human service and housing planning documents as a means to publicize Fair Housing and the City's commitment to it. The City has made publications promoting Fair Housing available at City Hall, Senior Center, and other public gathering places. A link to Fair Housing information has been placed on the City's website as a resource to residents as well. The City continues to monitor compliance with the Fair Housing Act. Complaints are referred to the Washington State Human Rights Commission for resolution. No fair housing complaints were filed against the City in 2008 nor did the City make any referrals of alleged complaints to the Washington State Human Rights Commission.

#### **G. Leveraging Resources**

CDBG appropriated by the City are sometimes used to leverage other public and private funding resources. For instance, in 2008 CDBG funds were used to leverage:

- Through the leveraged matching funds of the City of Auburn's general fund, the human services budget exceeded \$1 million that went to meet the goals and strategies of the City's Consolidated Plan.

#### **H. Self-Evaluation**

During their review of the CAPER, the Human Service Committee agreed that the City is implementing the strategies contained in the Consolidated Plan. The City has remained in compliance with the 'Timeliness of Expenditure' guidelines as prescribed by HUD. The City intends to remain in compliance, while adjusting project selection and monitoring to include provisions for the increased timelines due to response to environmental regulations (ESA and Lead Paint).



Public service activities are within their intended schedule. The improvements in the SE Main Street neighborhood, identified in the City's Consolidated Plan, were completed. Furthermore, the City continues to publicize its Housing Repair Program so as to increase the number of clientele served each year.

### **III. Outcomes Measurement and Performance Reporting System:**

The Department of Housing and Urban Development instituted a reporting system for outcome-based performance measures. A copy of this report is attached {see C04PR03}. The following summarizes accomplishments relative to the 2008 Action Plan.

**Agency:** City of Auburn Human Services: Housing Repair Program

**Activity:** Provide emergency housing repairs to very low-income Auburn homeowners at risk of becoming homeless.

**Proposed:** 50 clients      **Actual:** 24 clients

**Budget:** \$150,000      **Spent:** \$48,438.78

**Summary:** During 2008 the City awarded 24 grants for minor home repairs. Actual expenditures were an average of less than \$2,500 per client. All of the clients served were very low income, most earned less than 30% of the King County median household income (KCMHI).

**Agency:** City of Auburn Human Services: Housing Program

**Activity:** Acquire a short-term shelter home for women and children who are victims of domestic violence and would otherwise be homeless.

**Budget:** \$250,000      **Actual:** \$204,000

**Summary:** The City was able to purchase a home which will serve as a short-term shelter for women and children. The necessary costs to prepare the house for suitable living will be spent through the program in 2009.

**Goal: Health care to be physically and mentally fit.**

**Outcome:** Within the city limits of Auburn are located non-profit agencies that provide health care to its low-income residents.

**Output Goal:** Support a regional network of community health services that provide basic health care to low-income residents.

**Agency:** Community Health Centers of King County:

Activity: Provide primary medical / dental care to low-income, uninsured residents at facilities located in Auburn.

Proposed: 235 clients                      Actual: 258 clients

Budget: \$8,536 (General Fund)  
\$51,464 (CDBG – Public Services)  
 \$60,000 (Total: General Fund + CDBG)

Spent: \$60,000 (Total: General Fund + CDBG)

Summary: Community Health Centers has served more than the expected number of clients for the contracted year.

**Goal: Education and job skills to lead an independent life.**

Outcome: Auburn has a central location that makes available a variety of services and assistance to individuals who are starting a business.

Output Goal: Help potential entrepreneurs obtain the business skills they need to start and sustain a business. Provide potential entrepreneurs research and technical assistance on potential businesses in Auburn and means to finance them.

Agency: GRCC Small Business Assistance Center

Activity: Provide small business training and counseling to enable businesses and individuals starting business to survive and grow their businesses.

Proposed: 72 clients                      Actual: 92 clients

Budget: \$37,500                      Spent: \$37,500

Summary: The agency provided over 500 hours of technical assistance and 173 hours of counseling creating or saving 20 jobs.

Outcome: Auburn has a central location that makes available a variety of services and assistance to individuals who are interested in acquiring a work skill.

Output Goal: Create economic opportunities by providing training to approximately 15 low income Auburn residents so that at least half of them can find and sustain a job.

Agency: South King County Multi-Service Center: Employment Training

Activity: Provide training to residents so that employment is found and sustained.

Proposed:	15 clients	Actual:	15 clients
Budget:	\$10,000	Spent:	\$10,000
Summary:	The agency provided training and job placement for the contracted amount of residents under this first year effort with the City of Auburn.		

#### **IV. CDBG – Specific Requirements**

##### **A. Nature of and Reasons for any Change in Program Objectives**

No changes were made in the Program Objectives of the 2008 Action Plan.

##### **B. Assessment of Grantee Efforts in Complying with Consolidated Plan**

The City did not, through action or willful inaction, hinder the implementation of the Consolidated Plan. If requested, the City provides letters of compliance to entities that are pursuing HUD-approved activities within the City (e.g., letters of zoning compliance, assistance with development processes, etc.).

##### **C. Extent of Funds Used for National Objectives**

All funds were used exclusively for the National Objectives.

##### **D. Relocation Actions**

No activities that required relocation of households or businesses were undertaken during the 2008 program year.

##### **E. Economic Development Activities**

The Small Business Assistance Center (SBAC) has as a goal the creation/retention jobs. The costs of the activities provided by SBAC (\$37,500) for the 75 low and moderate income clients served is less than the \$1,000 per person standard used by CDBG to evaluate the public benefit of economic development activities.

##### **F. Program Income Accounts Description**

The City of Auburn did not receive any program income during 2008.

##### **G. Neighborhood Revitalization Strategies Reports**

The City of Auburn is working to align its Neighborhood Revitalization Strategy in accordance to HUD's criteria for selected or targeted neighborhoods. The City does have a policy in place that utilizes CDBG funds

to make improvements according to HUD regulations.

**H. Eliminating Barriers to Affordable Housing**

The City provided grants for home repairs to 18 low-income homeowners. Most of these homeowners were senior citizens. The home repairs provided the clients of Auburn's Housing Repair Program enable them to stay in their homes, which are much more affordable than what they find elsewhere.

**I. Coordination with Public Housing Authorities**

The City of Auburn and the King County Housing Authority have a long history of collaboration toward developing affordable housing for low-income residents and people with special needs. The King County Housing Authority has approximately 678 public housing units located in Auburn; in addition to roughly 750 Section 8 vouchers. The City of Auburn plans to continue to work with the King County Housing Authority to preserve and maintain Auburn's stock of affordable housing for its low-income residents.

**J. Lead-Based Paint Hazards**

The City of Auburn includes language in its CDBG contracts that require agencies to comply with HUD Lead-Based Paint Regulations (24 CFR Part 35) issued pursuant to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4831, et seq.) requiring prohibition of the use of lead-based paint whenever CDBG funds are used. In addition, the City notifies residents of potential lead-based paint hazards when it awards a Housing Repair grant. A copy of the pamphlet – "Protect Your Family from Lead In Your Home" is provided each Housing Repair client when the City conducts the initial inspection of their home.

**K. Compliance and Monitoring Performed during the Program Year**

Outcome data is included in the contract between the City of Auburn and the agency receiving CDBG funds. The City monitors agency compliance with its CDBG contract by requiring the agency to submit quarterly reports that includes data on the number of service units provided along with demographic information about their clients. In addition, City staff monitors the agencies with a site visit at least once a year and maintains a more frequent contact with agencies using the telephone and email. The information contained in this CAPER was derived from these site visits, quarterly reports and miscellaneous agency contacts.

**IV. Public Participation Requirements**

The public review period for this Consolidated Annual Performance and Evaluation Report for 2008 began on February 28, 2008, when copies became available for distribution. A public notice was published in The Seattle Times on February 28, 2008 announcing the plan was ready for public review and comment. A

public hearing was scheduled and advertised for March 17, 2008 at which time the review period ends. Public comments were reviewed by the City of Auburn's City Council. Presentation to the City Council was made on March 17, 2008, for final review and consideration prior to submitting it HUD. Minutes of these meetings, along with any other written comments, are included in the appendix of this CAPER.